This guide will address common tasks for getting started with your classroom's Smart Board:

- 1. Turning on the Smart Board.
- 2. Using the Smart Board's Ink Layer.
- 3. The Smart Board buttons.

Detailed Instructions

Turning on the Smart Board.

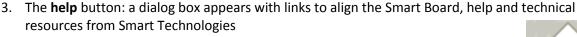
You can verify that your computer is connected to the Smart Board by looking for the blue disk icon 🔯 at the bottom right-hand corner of your screen. You may immediately begin using the Smart Board by touching the board to use your finger as the mouse. If you see a red X on top of the blue disk icon, then the Smart Board is not connecting to your computer and you should contact the Helpdesk immediately at 817-531-4428.

Using the Smart Board's Ink Layer.

- To activate the **Ink Layer** pick up a pen and start writing on the Smart Board.
- If you have a large area to erase on Smart Board, draw a big circle around the area with the eraser, then tap in the center of the circle.
- Fig. 1
- Press the **camera icon** in the upper right hand corner of the **Ink Layer** to save the current Ink Layer to a new notebook (Fig. 1).
- Press the **red X** to close the **Ink Layer** and return to mouse control.
- To view your saved Ink Layers, find the minimized Notebook program on your taskbar 🌈 🚱 💿 🧪 📝 SMART Technologies ... 👣 start and click it to restore the program and save the slides.
- To save the slides in PowerPoint format go to the **File** menu, select **Export** PowerPoint, type a name for the file and click Save.
- While using PowerPoint, you can double-tap the screen with your finger to move to the next slide.

The Smart Board buttons.

- 1. The **keyboard** button: a keyboard pops up on the screen.
- 2. The mouse button: the next touch on the Smart Board will register as a right mouse click.



If the smart board does not register your finger or markers correctly try aligning the screen again:

- 1. Click the Help button on the Smart Board and choose Align/ORIENT the Smart Board.
- 2. Touch the middle of the 9 targets as each appears on the screen (Fig. 3).



Fig. 3